

Facility Hire Application & Agreement

ABN: 46 121 024 842

Hirer Details:

Date of Application / / .

Club / Organisation / Instructor: _____

Contact Name: _____ Position held: _____

Address: _____

Email: _____ Phone: _____

Dates Required

From: Day: _____ Date: _____ **To:** Day: _____ Date: _____
DD/MM/YY DD/MM/YY

Hire Details:

Description	Price	Deposit	Quantity	Amount
Indoor Arena				
Day hire – <i>without lights</i> – (8.30am – 5.30pm)	\$300.00	\$150.00		
Hire with lights – <i>limit 5 hours</i>	\$380.00	\$150.00		
Half day – <i>without lights</i> (8.30am – 12.30pm <input type="checkbox"/>) or (1.30 – 5.30pm <input type="checkbox"/>) <i>tick one</i> –	\$160.00	\$80.00		
Extra hour if available	\$45.00	-		
Outdoor Arena				
Day hire – (8.30am – 5.30pm)	\$160.00	\$80.00		
Half day - <i>tick one</i> (8.30am – 12.30pm <input type="checkbox"/>) or (1.30 – 5.30pm <input type="checkbox"/>)	\$90.00	\$45.00		
Extra hour if available	\$25.00	-		
Both Arenas				
Day hire – <i>without lights</i> - (8.30am – 5.30pm)	\$440.00	\$200.00		
Hire <i>with lights</i> – limit 5hours	\$525.00	\$200.00		
Half day – <i>without lights</i> (8.30am – 12.30pm <input type="checkbox"/>) or (1.30 – 5.30pm <input type="checkbox"/>) <i>tick one</i>	\$260.00	\$100.00		
Other Arrangements as Agreed				
TOTAL				
DEPOSIT PAID date: / / Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Tax Invoice Required <input type="checkbox"/> Yes <input type="checkbox"/> No				
Estimated number of riders _____ & viewers/helpers _____				

Catering

Catering can be provided, please indicate approximate numbers now and confirm numbers and dietary requirements on paying balance 2 weeks before event.

Is Catering required for event: Yes No ~ Estimated number to be catered for _____

Are there any special dietary requirements: Yes No

If **YES** please state what they are: _____

Conditions:

1. No dogs allowed
2. Don't bring alcohol or consume before attending venue
3. Children under 12 years old and not in class must be supervised at all times
4. Hire of either of the arenas includes shared use of Common Room, Utilities area, Viewing Areas and Amenities
5. Hire of both arenas includes *exclusive* use of Common Room, Utilities area, Viewing Areas and Amenities
6. **Disabled** parking on service side of arena – ask staff for directions
7. A copy of your club, group, clinic instructors' Public liability insurance of \$10M "Certificate of Currency" must be supplied with the deposit, noting the land holder of the event as an interested party.
8. Deposit is required on booking.
9. Booking is *not considered confirmed* until booking form and deposit have been returned to Brackenbush
10. On booking being confirmed the event will be placed on Brackenbush website calendar and on notice board at arena both free of charge.
11. Allow *4 weeks notice* of "**Cancellation of Booking**" to have return of deposit.
12. Balance of hire fees payable in *full 2 weeks prior* to the date of the function.
13. All prices are GST inclusive.
14. Make cheques payable to **Brackenbush Indoor Equestrian Centre** send to **P.O. Box 837, Lakes Entrance, 3909**, Phone: 51555149
15. Wheelbarrows & poo scoops are near yards, outdoor arena & carpark – clean up all manure in these areas as soon as practical after it is delivered.
16. Gates or arenas must be locked closed for all riding activities. **Don't** open & close doors & gates whilst mounted: have a helper or dismount.
17. Visitors without a horse park in "*Passenger Cars*" area
18. Visitors with a horse float, truck etc park in "*Horse Vehicles*" area
19. **Clean up** – all manure as soon as practical after it is delivered. Buckets & poo scoops are along the far wall of the indoor arena for ease of use, they must be put back not left in riding space.
20. **Damage** – caused by horses, owner, family, friends, helpers etc. must be paid for by the owner or responsible person. Full replacement cost plus labour. Private insurance for this is recommended. **The hirer will be invoiced for all repairs of damage.**
21. **On Arrival** – before starting any horse activities all disclaimers & waivers must be signed, as well as all monies paid.
22. **Cheque payment fee** – if paying by cheque add \$2.00 for cheques of \$25.00 & under to cover administration fees.
23. All riders must wear helmets AS 3838 & suitable riding boots.
24. Parking for floats & trucks is separate from public spectator parking for the safety of horses & public.
25. For details of catering offered and pricing for event to be held **call** Brackenbush to discuss.

Agreement

I acknowledge I have read, understood and agree to the conditions of hire (18 years & over) ~ **Date:** _____

Signature of Hirer: _____ **Print name in full:** _____

OFFICE USE

Received copy of COC : <input type="checkbox"/> Yes <input type="checkbox"/> No	Received Deposit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt Number: _____
If NO why: _____	If NO why: _____	
Catering Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. Numbers: _____	
	(confirmation of numbers and preferences on payment of balance 2 weeks prior to event)	
Cancellation by date: / /	Refund of Deposit Yes <input type="checkbox"/> No <input type="checkbox"/>	Cheque Number: _____
	(cancellation date full 4 weeks prior to event to receive refund of deposit)	
Balance paid by date: / /	Cheque <input type="checkbox"/> Cash <input type="checkbox"/>	Cheque Number: _____ Receipt Number: _____
	(balance payable full 2 weeks prior to event)	